



LOGAN PARK HIGH SCHOOL

Te Kura Tuarua o Kapua o te Raki

LPHS HIRE 2022

All enquiries - Ph 03 477 3586 or Email caw@lphs.school.nz

CONTACT DETAILS

Organisation _____

Name _____

Address _____

Cell _____ Email _____

What facility do you want to hire? Please circle:

Gym Weights Room Climbing Wall Turf Staffroom

Whare Library Specific Classroom Other (*please state*)

.....
Date(s) ____ / ____ /2022 to ____ / ____ /2022

| Day(s) | M | T | W | T | F | S | S |
|-----------------|---|---|---|---|---|---|---|
| Time(s) from | | | | | | | |
| to | | | | | | | |

By signing this I accept the LPHS Hire Terms of Agreement:

Name _____

Signed _____ Date _____

LOGAN PARK HIGH SCHOOL HIRE AGREEMENT

Definitions

"School" - Logan Park High School.

"The Hirer" - Person or group hiring school facilities.

"The Venue" - The area in the school being hired.

Responsibility

School property is managed on behalf of the Board of Trustees. The Board wants to allow community groups to have access to school facilities, so they allow hiring.

Priority of use

1. Staff and pupils in day to day school activities
2. Other school related use
3. Parents and caregivers for non school related use
4. Any other community group

Noise

The hirer will respect those using school facilities and the schools neighbours in respect of the noise generated by hire activities. The school has the right to immediately terminate functions that, in the schools opinion, are causing unnecessary disturbance.

Reason for hire

The hirer will not conduct any business in the venue considered unlawful under New Zealand law. The hirer will maintain good order and discipline in and about the premises. Any unlawful conduct will cause immediate cancellation of the hire contract.

The hirer agrees that:

- The school has the right to cancel any part of the booking if the school has need of the venue. The school shall give adequate notice and will refund costs.
- Where the application is for a recurring time, the school reserves the right to review the contract from time to time.
- Where the application is for a non school related activity the venue shall only be available for hire outside of school hours.

Car parking

There is car parking available on site. The hirer agrees to keep all roadways clear at all times so that access can be maintained for other school users and for emergency vehicles.

Contact details

The hirer will provide contact details including cell phone number and email address of at least one person who will be the main contact and the person who will be on site. It is the responsibility of the person signing the application form to ensure that all members of the hiring group understand the rules governing use of the venue. Logan Park High school takes no responsibility for any personal property of the hirer left at the venue.

Use of school equipment

The school will not provide any equipment for the hirer unless specifically negotiated. If the school does agree to provide equipment, the hirer agrees to return all equipment at the conclusion of the hire and to pay current replacement cost for any equipment that is damaged or not returned. A nominated person from the school will show the hirer the functions and responsibilities of the venue.

Fire Safety

The hirer is responsible for ensuring that:

- Fire safety codes are complied with
- No flammable spirits or dangerous goods are taken into the venue
- Fire exits are left clear

The hirer takes responsibility for ensuring compliance with all safety and evacuation procedures during the hire.

Keys

The key holder (hirer) must be present at all times during the hire period and they must accept responsibility for safe usage of the venue. The key to the venue will only be given to one person and no duplicates will be made. The key must be returned at the designated time and the hirer will notify the school immediately if the key has been lost.

An application form must be received by the school and approved before a key will be given. The key will only be given to the person whose signature appears on the hire agreement. The key can be collected no earlier than 2 days before the hire.

The key must be returned on the next school day following the end of the hire period. For long term bookings, the key is given at the start of the booking period and returned at the end of the booking period.

Security and Damages

The hirer takes full responsibility for safe and proper use of the venue, its contents and equipment. The hirer agrees to manage all members of their group to treat school property and facilities with care and respect.

The hirer will ensure that the venue and school property is protected against theft and/or damage at all times during the hire period. The hirer accepts liability to make good any damage or loss to the venue or school property including furniture, fittings and fixtures. In addition, the hirer's liability may also include losses associated with the loss of use of the venue to the school or other groups.

- The venue will be inspected by the school after the hire before any bond is refunded.
- School age children must be supervised by an adult at all times.
- Damage to any school property must be reported to the school immediately.
- Any hazards must also be reported.
- When leaving the venue the hirer will ensure that all lights, heaters, electrical appliances and taps are turned off.
- The hirer will ensure that all doors are locked when leaving the venue.
- The school takes no responsibility for any property of the hirer that is lost or stolen.

Cleaning

- The hirer will ensure that the venue and any surrounding property is kept clean during hire.
- Any equipment used is to be returned to the position they were prior to the hire.
- The toilets are to be left clean and tidy.

Rubbish

- All rubbish is to be placed in the bins provided.
- The hirer is to report to the school any problems left by immediately previous users.

Health and Safety

- The hirer accepts responsibility for the health and safety of their members.
- The school is under no obligation to provide health and safety equipment.
- The hirer agrees to notify the school as soon as possible if an injury or accident occurs.
- The hirer should include in the notification the name of the injured person, how the accident occurred and what steps were taken to help the injured party.

Smoking and Alcohol

- Alcohol, smoking and vaping are prohibited in the venue and anywhere in school buildings or grounds.

Covid Regulations

- **Under Red** - My vaccine pass is required for gatherings of up to 100 people (based on allowing 1m of space per person). No my vaccine pass - Up to 25 people (based on allowing 1m of space per person)
- **Under Orange** - My vaccine pass, no limits. No my vaccine pass up to 50 people per gathering (based on allowing 1m of space per person).
- **Under Green** - My vaccine pass, no limits. No my vaccine pass up to 100 people per gathering (based on allowing 1m of space per person).

The hirer must adhere to all current covid regulations and takes full responsibility for all members of the hire group to also follow all current covid regulations.

Hire Costs - Costs for Turf / Gym / Whare / Rooms \$25 hour or \$125 day

- A quote for the hire costs will be prepared if an application for hire is accepted.
- The quote may include a bond and/or payment in full before the hire event.
- Payment via invoice after the event is by negotiation only.
- The school must be notified as soon as possible of any amendments to dates/times/cancellations. The school reserves the right to refuse refunds if insufficient notice is given.
- Enquiries should be made for Gym, Turf and Climbing Wall to Frankie Vella frv@lphs.school.nz and for all others Cheryl Walsh caw@lphs.school.nz
- Unless other arrangements have been negotiated all money due for the hire is to be paid in full no less than 3 days before the intended date of hire.
- School bank account details are:

ADDITIONAL TERMS OF AGREEMENT FOR THE USE OF THE LPHS CLIMBING WALL

Covid Regulations:

Under Red - We are restricting our climbing wall to under 25 people to meet the 1 m² of space per person.

Other Terms:

In consideration of LPHS permitting the hirer to make use of the LPHS climbing wall and/or climbing equipment, I agree to this release of claims waiver of liability and assumption of risk for the group.

I understand the facilities and services supplied by LPHS will be rendered with due care and skill and that any material supplied in connection with those services will be fit for the purpose for which they are supplied. Except in the extent that I have the benefit of this warranty, I give any rights and/or claims resulting in the future against LPHS or staff and/or contractors used by LPHS.

I am aware that your facility in addition to usual and inherent risks has certain additional dangers. I undertake to ensure members of the group have read and understood the rules governing the use of this facility, and will follow them.

- Group leaders must report to the school office before climbing during school hours.
- All users must understand the Climbing Wall Rules (Appendix 1).
- Group leaders must remain with the group for the duration of the activity
- Any equipment not returned at the end of the group session will be charged at current replacement cost
- Logan Park High School will take No responsibility for lost or stolen property

The Group leader or nominated Instructor must hold the minimum current qualifications of NZOIA Rock Leader Award as well as hold a current First Aid Certificate.

Costs \$2pp up to \$20 (primary), \$4pp up to \$40 (secondary) and \$6pp up to \$60 (Adults).

Name and Signature _____ **Date** _____

Email address _____

Phone Number _____

Appendix 1

Climbing is a potentially hazardous activity. While every care has been taken to provide a safe environment, you climb at this facility at your own risk.

All climbers and belayers will either: Be under supervision of an approved instructor. Rock climbing shoes are strongly recommended, both for enjoyment and to look after the holds and mats, otherwise runners (no street shoes or bare feet).

Safety

- Remove rings and tie back long hair
- Blood – if you bleed on the wall, clean it off with bleach and cleaning gear (in climbing equipment shed) or inform LPHS staff
- **Chalk balls only** in chalk bags; minimise use and spillage
- Warm up, stretch and climb easy routes at the beginning of your session.

Top Rope Climbing

- All climbers are expected to climb and belay safely, with appropriate communication and safety checks.
- Be aware of the pendulum potential if top roping the overhanging (door) side wall. Don't rope climb here if other ropes are operating close by on either of the long walls
- Cave (opposite door) wall: provide slack in rope (i.e. climber will be bouldering) until body is over the lip to prevent pendulum

Bouldering

- Acceptable safe height is 2.4 metres above the mat level for beginners.
- From your high point, down climb a move or two before jumping off in a controlled manner. Be aware of people below you. **Look down** before jumping off.
- Consider the use a spotter, especially on overhanging terrain. Know how to spot and protect the climbers drop zone.
- Stay away from the drop zone off all climbers unless spotting – be constantly aware of climbers on the wall and stay out of their way
- If you want to climb hard and high use a rope

Etiquette

The small floor area requires your tolerance and cooperation, especially when crowded.

- Be positive, supportive and helpful to other users
- Don't monopolize a route if others are waiting
- Roped climbers have the right of way over boulderer's. Don't boulder under or over top ropes that are in use
- Water bottles only – no food or other drinks
- Keep your gear tidy and away from belaying/bouldering zones.